



September 28, 2006

Water Services Manager (Full-Time)

SALARY: \$6849.68 – \$8325.83

FINAL FILING DATE: Application materials must be received by the Human Resources Division not later than 5:00 p.m. on November 3, 2006. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209)333-6704. TDD (209) 333-6853. www.lodi.gov

THE POSITION: This is a management level position that is responsible for the Water Services Division which provides water production and distribution, wastewater collections and treatment within the Public Works Department. The Ideal candidate will plan, organize, direct, and review the maintenance, operation, modification, and improvement of the City's water production and distribution system, and the wastewater treatment and collection facilities. Works closely and cooperatively with the City Engineer in planning and designing associated capital improvements. Responsible for the provision of water and wastewater services. This position oversees supervisory staff in the Division and reports to the Public Works Director. It is distinguished from the Supervisor class by assigned managerial responsibilities. Receives administrative direction from the Public Works Director and exercises general direction over Division supervisors.

MINIMUM QUALIFICATIONS:

Knowledge of: Water and wastewater treatment systems and facility operations commensurate with that required for state certification; Materials, methods, tools, and equipment used in the construction, operation, and maintenance of water and wastewater systems; Principles, objectives, and tests used in a biochemical state certified laboratory; Design and engineering of water and wastewater systems; Related public works operations as they relate to water and wastewater systems, construction and maintenance work; Safety principles, practices, and procedures; Basic municipal accounting and budgeting practices; Principles and practices of management and supervision; Report writing techniques.

Ability to: Plan, organize, assign, and supervise the work of construction, maintenance service, and operational personnel; Analyze Division's operations and recommend improvements; Work with other managers to plan and coordinate personnel and equipment assignments on joint projects with other crews; Establish effective working relationships with employees, contractors, the general public and officials of other governmental agencies; Read and interpret plans, specifications, and diagrams used in the design and construction of water and wastewater systems; Analyze and interpret federal and state regulations pertaining to the Water and Wastewater Division; Estimate job costs and maintain accurate records
Organize and conduct Division training programs

EXPERIENCE AND EDUCATION GUIDELINES: *Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education: In possession of a Bachelors Degree from an accredited college or university in civil engineering or a closely related field.

Experience: Five years of increasingly responsible experience in construction, maintenance and operation of water and/or wastewater systems, two years of which are in a supervisory capacity.

License: Possession of a Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers. Registration may be waived with exceptional qualifying experience and possession of regulatory certificates described below. Possession of the following valid regulatory certificates are highly desirable:

- Grade IV Wastewater Treatment Plant Operator's Certificate issued through procedures established by the California State Water Resources Control Board.
- Grade III Water Treatment Operator's Certificate and/or Grade IV Distribution Operator Certificate issued through procedures established by the California State Department of Health Services.
- Possession of a valid California Driver's License issued by the California Department of Motor Vehicles.

Working Conditions:

Environmental Conditions- Exposure to safety hazards including noise, fumes or odors, dusts or gases, chemicals, toxic materials, oil, and a variety of electrical and mechanical machinery.

Physical Conditions- Essential and Marginal functions may require maintaining physical condition necessary for standing, walking, sitting, driving, carrying, pushing, bending at waist, stooping, crouching, reaching, kneeling, crawling, hearing, sense of smell and touch, lifting and pulling up 50 pounds.

TESTING PROCESS:

Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible list last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

Evaluation of Qualifications: Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the testing process. Resumes may not be substituted for a completed application.

Tentative Recruitment Plan: The following recruitment plan is tentative and subject to change. The Human Resources Division reserves the right to change the testing process when necessary. Make-up examinations will not be available. Oral Interviews and Department Selection Interviews will be conducted during the month of November.

EQUAL OPPORTUNITY EMPLOYER

This job description is pending and may be adjusted without notice.

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division at least three days prior to testing.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

EMPLOYMENT BENEFITS

SALARY - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

HEALTH INSURANCE - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

LIFE INSURANCE AND LONG TERM DISABILITY - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

RETIREMENT AND DEFERRED COMPENSATION - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System except for the required medical contribution. Employees may participate in a 457 Deferred Compensation program.

FLEXIBLE SPENDING ACCOUNT - Employees may participate in a Section 125 Flexible Spending Account.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

